

STATE OF SOUTH DAKOTA LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION

DIVISION OF CRIMINAL INVESTIGATION GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER 1302 E. HIGHWAY 14 - SUITE 5 PIERRE, SOUTH DAKOTA 57501-8505 PHONE (605) 773-3584 FAX (605) 773-7203

MARTY J. JACKLEY ATTORNEY GENERAL

Message from the Training Administrator

On behalf of the entire Law Enforcement Training Staff, we would like to welcome you to the South Dakota George S. Mickelson Criminal Justice Center, Law Enforcement Training Academy and the 911 Telecommunicator Basic Certification Course.

Over the course of the following two weeks, you will receive instruction designed to meet the requirements that you must successfully complete for certification as a 911 Telecommunicator in South Dakota.

While in attendance, you are expected to abide by the Training Center's regulations which are developed to ensure the safe and efficient operation of the basic training program. These regulations are based on consideration for other residents, health, safety, and to promote an atmosphere conducive to learning. Violation of these regulations may result in disciplinary action, up to and including dismissal from the training program.

Our goal is to see you successfully complete the basic training program. The Training Center staff and instructors are dedicated to this endeavor and will make every effort to ensure that you receive any assistance needed to achieve this end.

The Basic Certification Course is the beginning of your telecommunicator training. You are encouraged to take full advantage of the training opportunities offered while here at the Training Center. Our hope is that your stay will be both a productive and meaningful learning experience. This course will help prepare you to be the most effective telecommunicator that you can be.

You have chosen an honorable profession. For all the telecommunicators that have gone before you and for all of those that will follow, strive to be the best telecommunicator possible.

Best wishes,

Scott Rechtenbaugh Training Administrator Law Enforcement Training

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Revised 01/2016

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION

Commission Members

Marty J. Jackley Attorney General Pierre

Robert Perry Special Agent Bureau of Investigation Sioux Falls

Craig Price Superintendent South Dakota Highway Patrol Pierre

Jeff Holcomb, President Southeast Technical Institute Academic Affairs Sioux Falls

Mike Leidholt Sheriff SD Sheriff's Association Pierre

John Long SSA - BIA OJS Enrolled Tribal Member Pine Ridge

Executive Secretary

Scott Rechtenbaugh Training Administrator Law Enforcement Training Pierre Bryan Gortmaker, Director Division of Criminal Investigation Pierre

Randall Rosenau County Commissioner Federal County Commissioner's Association Spearfish

Tom Wollman Attorney SD Bar Association Canton

Matt Burns Chief of Police Municipal Police Sioux Falls

Steve Allender Mayor City of Rapid City SD Municipal League

LAW ENFORCEMENT TRAINING STAFF

Scott Rechtenbaugh Training Administrator

Sam Clark Administrative Assistant

Suzy Olson Administrative Assistant

Greg Williams Law Enforcement Basic Training Coordinator

Lesley Farmen Training Coordinator

Diana Tibbs-Leiseth 911 Basic Training Coordinator **Kim Knecht** Assistant Training Administrator

Taunya O'Conner Administrative Assistant

VACANT DARE Coordinator

Art Aplan Advanced Training Coordinator/Tribal Liaison

Don McCrea LET Instructor

Guy Di Benedetto, Special Agent Compliance Agent

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING ACT

The Law Enforcement Officers Standards and Training Act contained in SDCL 23-3 became effective October 1, 1971. All law enforcement officers were "grandfathered" if they were employed as such on October 1, 1971. The Law Enforcement Officers Standards and Training Commission was created and given the power to promulgate rules, require submission of reports by law enforcement agencies, establish minimum curriculum, approve training programs, and perform other administrative functions.

On February 17, 1998, an act contained in SDCL 34-45 requiring the training and certification of 911 telecommunicators was signed into law, and became effective on July 1, 1999. At this time the commission was given the authority to promulgate rules, require submission of reports by public safety answering points, establish minimum curriculum for basic, in-service, and advanced training programs, and perform other administration functions pertaining to 911 telecommunicators.

The Commission was also given the power to administer grants, establish training programs, reimburse expenses to officers or 911 telecommunicators, and set qualifications of law enforcement officers and 911 telecommunicators.

The Division of Criminal Investigation was designated to coordinate and administer the law enforcement-training program, and to operate the Law Enforcement Training Center, which is now known as the George S. Mickelson Criminal Justice Center. The Division of Criminal Investigation was also designated to coordinate and administer the 911 Telecommunicator training program.

ETHICS STATEMENT

The Criminal Justice Center advocates a strong standard of ethical conduct by students that attend the Basic Certification Course. Your conduct reflects on you and the profession you have chosen to enter, therefore when faced with an ethical dilemma you should ask yourself the following "*ETHICAL DILEMMA TESTS*":

- Am I acting out of anger, lust, or greed?
- Is my decision legal?
- How would I act if my family were standing beside me?
- How will it make me feel in 20 years?
- Is it worth my job and career?
- Would my loved ones be proud or ashamed?
- Am I following the golden rule?

MISSION

To promote excellence in public safety through development of professional standards, delivery of high quality training programs, and embracing the community policing philosophy, thereby producing a highly trained and ethical professional who will respectfully serve the citizens of South Dakota.

VALUES

Partnerships

Work in a continuous spirit of cooperation and collaboration to address areas of common concern to all of those who serve in the profession of public safety.

Respect

Create an environment where all people are treated with respect.

Integrity

Always maintain a high standard of conduct. Never compromise your word.

Dedicated Service

Our customers are the public safety community and the citizens of South Dakota and we will be respectful and responsive to their needs.

Ethics

Maintain a high ethical standard in our daily conduct.

VISION

To be the leading organization in the state for establishing professional standards for public safety.

Provide research and resource information, and encourage exchange of ideas which promote professionalism.

To provide a foundation of skill and knowledge for students attending the Basic Certification Course, upon which they will continue to build and enhance their job performance.

Deliver the highest quality training possible to all those we serve, so they may perform their jobs safely and successfully.

Increase the overall effectiveness of public safety by assuring an attitude of professional excellence based on high ethical standards and achieved through quality training.

CRIMINAL JUSTICE CENTER RULES AND PROCEDURES

SECTION 1: ORIENTATION

- A. Check-in is on the night of orientation. All students are required to report for orientation at 5:00 P.M. You are to report to the classroom located in the George S. Mickelson Criminal Justice Center, which is located at 1302 E. Highway 14 in Pierre. There is a Pierre map enclosed at the back of the handbook to assist you with locating the Criminal Justice Center. You can also call the LET office at (605) 773-3584 or State Radio at (605) 773-3536.
- **B.** Dorm rooms will be assigned prior to orientation by LET.
- C. Student parking is located in the southeast parking lot.
- **D.** <u>Students are required to have waivers completed and with them at orientation. The comprehensive waiver and agreement form is enclosed at the back of the handbook.</u>

SECTION 2: DRESS CODE

- A. LET no longer provides uniform shirts or uniform pants. Students have the option of wearing their departmental uniform or business casual clothing. Civilian attire considered appropriate consists of (at a minimum) collared shirts, dress slacks (for both male and female), and appropriate business footwear. Blue jeans, sneakers, and flip flops are not authorized. Laundry facilities are available at the Criminal Justice Center. It is the students' responsibility to provide their own supplies to maintain neat and clean clothing. A formal department uniform should be included for the class picture and graduation.
- B. Students will maintain an acceptable standard of personal hygiene and appearance.

SECTION 3: MAIL

A. Your address for receiving mail while at the Criminal Justice Center will be:

Student Name Law Enforcement Training 1302 E. Highway 14 Pierre, SD 57501

- **B.** Incoming mail will be distributed to the students as soon as practical.
- **C.** Outgoing mail may be left in the LET office for mailing. The mail must have proper postage on it or it will not be mailed.

SECTION 4: TELEPHONES

A. Monday - Friday, 8:00 A.M. - 5:00 P.M., incoming business calls can be received at (605) 773-3584. The LET office telephones are available to the students for making official local or long distance calls during that time.

SECTION 5: SECURITY CARDS

- **A.** All students are issued security cards during orientation.
- **B.** Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.
- **C.** Security cards are to be used by the assigned student only. Unauthorized personnel will not be allowed to access to any area without an escort.
- **D.** All student security cards shall be returned to LET prior to graduation.
- **E.** All entries and exits from the buildings will remain unblocked and closed when not in use.
- **F.** Access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities).

SECTION 6: GENERAL RULES

Students Shall:

- **A.** Live in the dormitory unless otherwise specified by the Training Administrator, or designee.
- **B.** Conduct themselves in a professional manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands, and instructions given by authorized personnel.
- **C.** Not commit any acts that are incompatible or in conflict with public service or that might cause any unfavorable reflection upon their agency or Law Enforcement Training.
- **D.** Not consume or possess alcohol anywhere on the Criminal Justice Center property. Consumption or possession is strictly prohibited, and may be grounds for immediate dismissal.
- **E.** Not consume or possess any illegal drug or substance (except medication properly prescribed by a licensed physician) anywhere on the Criminal Justice Center property. This is strictly prohibited and grounds for immediate dismissal.

F. Not use any tobacco products on state property.

- **G.** You shall notify an LET staff member if you are taking prescribed medication that may affect your ability to perform any of the academic or skills sections of the training course.
- **H.** Be expected to bring the necessary notes, books, handouts, and equipment to class for the scheduled subject.
- I. Be prompt, well rested, and classroom ready in reporting for all classes and assignments.
- J. Be courteous to all staff, other students, visiting instructors, and guests.
- **K.** Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.
- L. Not possess in the Criminal Justice Center any firearms, chemical agents, stun guns, or similar weapons without prior approval from the Training Administrator or designee. Firearms may be stored in the student's vehicle or given to the LET staff for storage in the gun vault.
- **M.** Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center.
- **N.** Not violate the rules set forth herein. Not reporting violations of this handbook may be considered an infraction.

SECTION 7: STUDENT DISCIPLINE

- **A.** While attending the Basic Certification Course you have a dual responsibility to your agency and Law Enforcement Training. Your conduct, on and off duty, should never bring discredit upon yourself, your agency, or Law Enforcement Training. Students will not lie, cheat, steal, conspire to deceive, or evade the truth.
- **B.** The LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center, and will enforce the rules set forth to ensure this end. The Training Administrator has the authority to take corrective action, suspend, or dismiss students from the Basic Certification Course to maintain order.
- **C.** If a student is arrested or detained while attending the Basic Certification Course they will immediately notify a Law Enforcement Training staff member.
- **D.** Law enforcement professionals are expected to be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, religion, ethnicity, gender, handicap, or disability is unacceptable and prohibited.

- E. Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff.
- **F.** Sexual harassment is prohibited and will not be tolerated.
- **G.** Infractions will be reported back to the student officer's agency at the discretion of LET staff.

SECTION 8: DORMITORY

- **A.** Curfew is 10:30 P.M. effective Monday through Thursday of each week. Students are expected to be on campus by 10:30 P.M. and the dorm rooms and hallways are to be quiet from 11:00 P.M. to 6:00 A.M. Use of other facilities on campus after that time is allowed; however, students should show respect to others wishing to sleep.
- **B.** Students have a limited expectation of privacy concerning dormitory rooms. The dormitory rooms are property of the state of South Dakota, and in the best interests and safety of other students and staff, may be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. In the event circumstances warrant, dormitory rooms and their contents, may be fully searched for evidence of contraband or illegal activity. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- **C.** No guests of the opposite sex are allowed in the dorm rooms.
- **D.** Students shall bring their own personal hygiene items, such as towels, washcloths, soap, clothes hangers, etc. There are laundry facilities on site; however students will need to bring their own laundry soap, etc.
- **E.** The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.
- **F.** Students may choose to bring your own bedding. We have twin size extra-long beds. One pillow and case, one blanket, one bedspread, and two sheets, will be available per student. Beds are to be made each day, prior to the first class. Bedding linen is to be changed each Friday morning.
- **G.** Students are required to deposit trash and refuse in trashcans and appropriate receptacles. Wastebaskets in the dorm rooms are to be emptied daily. On the last day of class it will be the responsibility of the student to empty the wastebasket and replace the trash bag.
- H. No candles, or electrical appliances for cooking, such as coffeepots and hot plates, are allowed in the dorm rooms. Each dorm room is equipped with a television and small Refrigerator/freezer. It is the responsibility of the student to clean the refrigerator/ freezer during the last week of class. A microwave is available for student use.

- **I.** Any items left in the Criminal Justice Center that have no identifiable owner, will be placed in the lost and found for 90 days, and then disposed of.
- J. LET staff has the authority to inspect dorm rooms routinely, with or without notice.

SECTION 9: CAFETERIA

A. Meals are served at the following times, unless otherwise posted: Breakfast......6:30 A.M. to 8:30 A.M. Lunch......11:30 A.M. to 1:00 P.M. Dinner......5:30 P.M. to 6:30 P.M.

- **B.** Students must bus their own dishes and tray.
- C. If others are waiting to be seated, students are asked not to tie up tables.
- **D.** The kitchen is the exclusive area of the cooks. Students are not permitted in the kitchen without proper authority. Kitchen staff is to be treated with respect and courtesy.

SECTION 10: CLASSROOMS

- A. Students are allowed to have beverages, but no food in the classrooms.
- **B.** All students are required to attend all classes. Absences will be granted only on an emergency basis or for court subpoenas. Every effort should be taken to reschedule court appearances so they do not conflict with the scheduled training.
- **C.** During this course, students will be assigned certain assignments which are completed outside of the scheduled class day including group work. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.
- **D.** All absences will be made up by direct equal class time in a subsequent training program or by special assignment.
- **E.** Students will not wear caps or hats while in LET Academy.
- **F.** Students will not have cell phones or pagers in the classrooms while class is in session.
- G. Students will not put their feet up on classroom tables while class is in session.
- **H.** Students will be alcohol free when attending any classroom or field function or using any Criminal Justice Center facility or equipment.

SECTION 11: STUDENT LOUNGE

- A. The student lounge is available for relaxation, fraternization, and as a study resource.
- **B.** Respect for your fellow classmates should be observed and appreciated at all times.
- **C.** All Criminal Justice Center rules apply in the lounge area.
- **D.** Students will be assigned lounge-cleaning details.

SECTION 12: USE OF COMPUTERS, INTERNET, AND E-MAIL SERVICES

The computer system and all related equipment, networks and network devices are provided for authorized Law Enforcement Training students use only. Unauthorized use is prohibited and may be a violation of law. As a user, there is no reasonable expectation of privacy. All information contained herein may be monitored, intercepted, recorded, read, copied or captured in any manner by authorized personnel.

Computer access, e-mail, and internet services have been provided in various locations throughout the building, including the dorm rooms, for your convenience. Usage of computer resources must be shared and all students will have equal access. Students are welcome to play any of the installed games, but are not permitted to install any of their own software. They are to be considered a privilege and the following guidelines are to be observed:

- **A.** Authorized e-mail usage includes appropriate communication with agency and family, utilizing your home or business e-mail provider.
- **B.** Necessary employer business transactions are allowed, but personal/private business transactions are not permitted.
- **C.** Do not use any information technology resources for purposes, or in support of such activities, that violate any local, state, or federal laws.
- **D.** Do not use any technology resources for commercial purposes, product or service advertisement, or "for profit" personal activity.
- **E.** Do not view, transmit, retrieve, download, or print any electronic files, which may be deemed pornographic.
- **F.** You shall not transmit or knowingly receive messages containing pornographic, obscene, lewd, lascivious, or patently offensive material.
- **G.** Do not duplicate, transmit, or use software not in compliance with policy and do not use copyrighted materials or another person's original writings without proper authorization.

- **H.** Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.
- I. Do not distribute "junk" mail, chain letters, advertisements, or unauthorized solicitations.
- **J.** Messages sent or received may not violate or infringe upon the rights of any other person or be of a nature that a reasonable person would consider abusive, profane, offensive, defamatory, personally embarrassing, harassing, or which violates or encourages others to violate this policy or any applicable law.
- **K.** Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.
- **L.** You shall not use technical resources to impersonate others, hack into another person's inbox, log, or archival files, or disrupt orderly operation of the services.
- **M.** Students are encouraged to bring and use their own personal computers. All rules outlined in this section apply. (If LET Staff has reasonable suspicion to believe there is a violation of the computer usage policy on any personal computer(s), LET reserves the right to inspect the student's personal computer(s)).

SECTION 13: TESTING

- **A.** Passing score on all written academic tests is 75%. If a student fails any test, they will be given seven calendar days to retake the test. If the test is failed a second time they will be dismissed from the Basic Certification Course.
- **B.** Students will be required to pass end-of-course practical evaluations. A student will be given three attempts to pass each practical evaluation. A student, who fails to pass a practical evaluation after three consecutive attempts, is deemed to have failed the skill evaluation. He or she is eligible for one re-revaluation within seven calendar days. Failure to pass the re-evaluation will result in dismissal from the training program.
- **C.** Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any student caught cheating on any academic or skills test will be dismissed from the training program.
- D. Exam time limit will be as follows: NCIC Full Access Test - 45 minutes; and 911 Telecommunicator Test - 2 hours

SECTION 14: PHYSICAL FITNESS

A. The Criminal Justice Center has a fitness room and gymnasium that are available for use by students. The fitness room has a variety of aerobic and anaerobic fitness equipment. Students are prohibited from using the gymnasium, fitness room, and equipment if they have been drinking any amount of an alcoholic beverage.

SECTION 15: HEALTH & INJURIES

- **A.** Illness that causes a student to miss class, or an injury incurred while attending the Basic Course should be reported to any LET staff member immediately.
- **B.** It is the responsibility of the student to notify their agency of any injury or illness. In the event the student is unable to contact their agency, an LET staff member will do so.
- C. The Criminal Justice Center is not financially liable for hospital care or medication.

SECTION 16: SEVERE WEATHER & FIREEMERGENCIES

- A. In the event of a severe weather warning, all students will immediately go to classrooms A, B, C, or D.
- **B.** In case of fire, when the alarm has not been activated, immediately activate the nearest alarm and then exit the building. If a fire is reported or the alarm sounds, all students should immediately proceed to the nearest exit.
- **C.** In the event of Emergency Operations Center (EOC) activation, classes may be dismissed until further notice.

SECTION 17: AWARDS

A. The *Outstanding Student* award, sponsored by the South Dakota Peace Officer's Association, is based on academics, leadership ability, and general conduct during the Basic Certification Course. In making the selection of the Outstanding Student recipient, we receive input from the instructors in the Basic Course and the LET staff. The plaque for earning this distinction will be presented during the graduation ceremony.

SECTION 18: GRADUATION

- **A**. Department uniforms shall be worn during graduation. If your department does not have a formal uniform, you will be required to wear appropriate business attire.
- B. Graduation will be held on the last day of session in the Criminal Justice Center. Graduation will begin at 4:00 P.M. and conclude around 4:30 P.M.

MAP TO THE ACADEMY



WAIVER

STATE OF SOUTH DAKOTA	
COUNTY OF	

ASSUMPTION OF RISK OR INJURY OR DAMAGE, WAIVER, RELEASE OF CLAIMS AND INDEMNITY AGREEMENT

)) SS

There may be instances where there is potential for injury or death during the Two Week Basic Training Course, including, but not limited to Physical Fitness Participation:

IN CONSIDERATION of being permitted to attend, observe or in any way participate in the Two Week Basic Training Course, conducted by Law Enforcement Training, the Undersigned (hereinafter referred to as Releasor) for himself/herself and legal representatives, heirs and next of kins, and assigns of Releasor:

- 1. **HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE** the State of South Dakota, Law Enforcement Training, and all other instructors or employees participating in the Two Week Basic Training Course (hereinafter referred to as Releasees), from all liability to the undersigned, his/her personal or legal representatives, assigns, heirs and next of kin, from all claims, damages, and causes of action, or demands therefore, including claims for injuries to the person or property or the death of Releasor, that may arise from Releasor participation, observation, or attendance at the Two Week Basic Training Course, whether caused by the negligence of Releasees while the undersigned is in or upon the premises wherein said Two Week Basic Training Course is being conducted;
- 2. **HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS** the Releasees and each of them from any loss, liability, damage, or cost that may incur due to the presence of the Undersigned in or upon the premises wherein the Two Week Basic Training Course is being conducted and whether caused by the negligence of Releasees or otherwise; and
- 3. **HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK** of bodily injury, death or property damage due to negligence of Releasees or otherwise while in or upon the premises wherein said Two Week Basic Training Course is being conducted.

The Undersigned hereby stipulates that he/she is aware of and assumes all risks involved in participating in or observing the Two Week Basic Training Course.

The Undersigned expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of South Dakota and that if any portion thereof is held invalid, it is agreed that the balance shall, not withstanding, continue in full legal force and effect.

The Undersigned has read all the terms of this Instrument and understands that he/she is signing a complete release and bar to any claim resulting from his/her participation in attendance at, or observation of the Two Week Basic Training Course and further agrees that no oral representation, statements or inducements apart from the foregoing written agreement have been made.

REGULATIONS ACKNOWLEDGEMENT

The Undersigned hereby acknowledges that I have been provided a copy of the Basic 911 Telecommunicator Student Handbook, that I have had adequate time to read and understand the contents thereof, that I have in fact read and studied the contents thereof and understand the same and that I have no questions regarding any of the material therein. The Undersigned stipulates that any noncompliance may be grounds for, in Law Enforcement Training's discretion, automatic and immediate expulsion from the training program.

Dated this	day of		, 20		
			Signat	ure	_
STATE OF SOUTH DAKO) SS				
COUNTY OF)				
On this the	day of		, 20,	before me, the undersigned, a no	otary public
in and for the State of South	Dakota, personally appeared_			known to me to be the per-	rson whose
name is subscribed to the wi	thin AGREEMENT, WAIVE	R and RELEASE, and ad	cknowledged that		
executed the same.					
Subscribed and sw	vorn to before me this	day of		, 20	
			Notary Pu	ıblic	_
(SEAL)			2		

Commission Expires